New Orleans District Employee Safety Briefing

Prepared by the New Orleans District Safety, Security, and Occupational Health Office

Who has enforcement jurisdiction over Federal employee safety and health programs?

OSHA

Occupational Safety and Health Administration

OSH Act 1970 (P.L. 91-596)

To ensure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health; and for other purposes.

Federal employees are covered under the Occupational Safety and Health Act of 1970 through Executive Order 12196. The Executive Order also directed the Department of Labor Occupational Safety and Health Administration (OSHA) to develop a basic set of program elements for federal agencies. This resulted in 29 CFR 1960 Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.

YOU HAVE THE RIGHT TO A SAFE WORKPLACE. OSHA REQUIRES EMPLOYERS TO PROVIDE A WORKPLACE THAT IS FREE OF SERIOUS RECOGNIZED HAZARDS AND IN COMPLIANCE WITH OSHA STANDARDS.

Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters (29 CFR 1960)

Sec. 1960.1 Purpose and scope. (a) Section 19 of the Occupational Safety and Health Act (the Act) contains special provisions to assure safe and healthful working conditions for Federal employees. Under that section, it is the responsibility of the head of each Federal agency to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6 of the Act...

Other Requirements

EM 385-1-1, Safety and Health Requirements (Green Book) dated 3 Nov 2003

Applies to HQUSACE elements, major subordinate commands, districts, centers, laboratories and field operating activities (FOA), as well as USACE and Naval Facilities (NAVFAC) Engineering Command contracts. Applicability extends to occupational exposure for missions under the command of the Chief of Engineers, whether accomplished by military civilian, or contractor personnel.

Commanders Safety Policy

Extract

SAFETY IS A HABIT we all must practice. A vibrant safety program is not regulations and forms on the bookshelf; it is an active program of education, training, and practical application involving all members of the district team.

I expect all employees, especially managers, to stop anyone observed participating in unsafe acts. Remember, ANYONE can call a cease-fire on a rifle range. By the same token, anyone can stop an unsafe act. Safety must be planned into every job we do and supervised with the same diligence and forethought as the rest of our work. All employees must wear their PPE (Personal Protection

Commanders/Supervisors

- *Implement Safety and Health Program 29 CFR 1960, 1910,1926. AR385-10 EM385-1-1*
- ***Ensure applicable Safety guidance is available***
- ***Ensure compliance with Safety, Fire, and Health Programs***
- ***Provide a safe and healthful workplace***
- ***Ensure individuals receive on and off-duty safety training***

Commanders/Supervisors

- ***Ensure Risk Management principles are actively implemented and utilized***
- ***Ensure a proactive Accident Prevention Program is implemented***
- ***Ensure compliance with Personnel Protective Equipment (PPE) requirements***

Individuals

- ***Comply with Safety and Health guidance***
- ***Promptly report Safety, Fire and Health hazards***
- ***Promptly report injuries and illness***
- ***Use appropriate protective clothing and equipment***
- ***Give due consideration to your***

Indoctrination and Training Requirements

Section 01, EM 385-1-1, Nov 2003

1. **Accident prevention and maintaining safe and healthful work environments**

- **The employer is responsible for initiating and maintaining job safety and health that complies with USACE safety and health requirements.**

- **Each employee is responsible for complying with applicable safety and occupational health requirements, wearing prescribed safety and health equipment, reporting unsafe conditions/activities, preventing avoidable accidents and working in a safe manner.**

2. **General safety and health policies, procedures and pertinent provisions of EM 385-1-1**

3. Employee and supervisors responsibilities for reporting all accidents

What is an accident?

An unplanned event or occurrence that results in an injury, illness or property damage.

- **All accidents that occur incidentally to an operation, project, or facility**

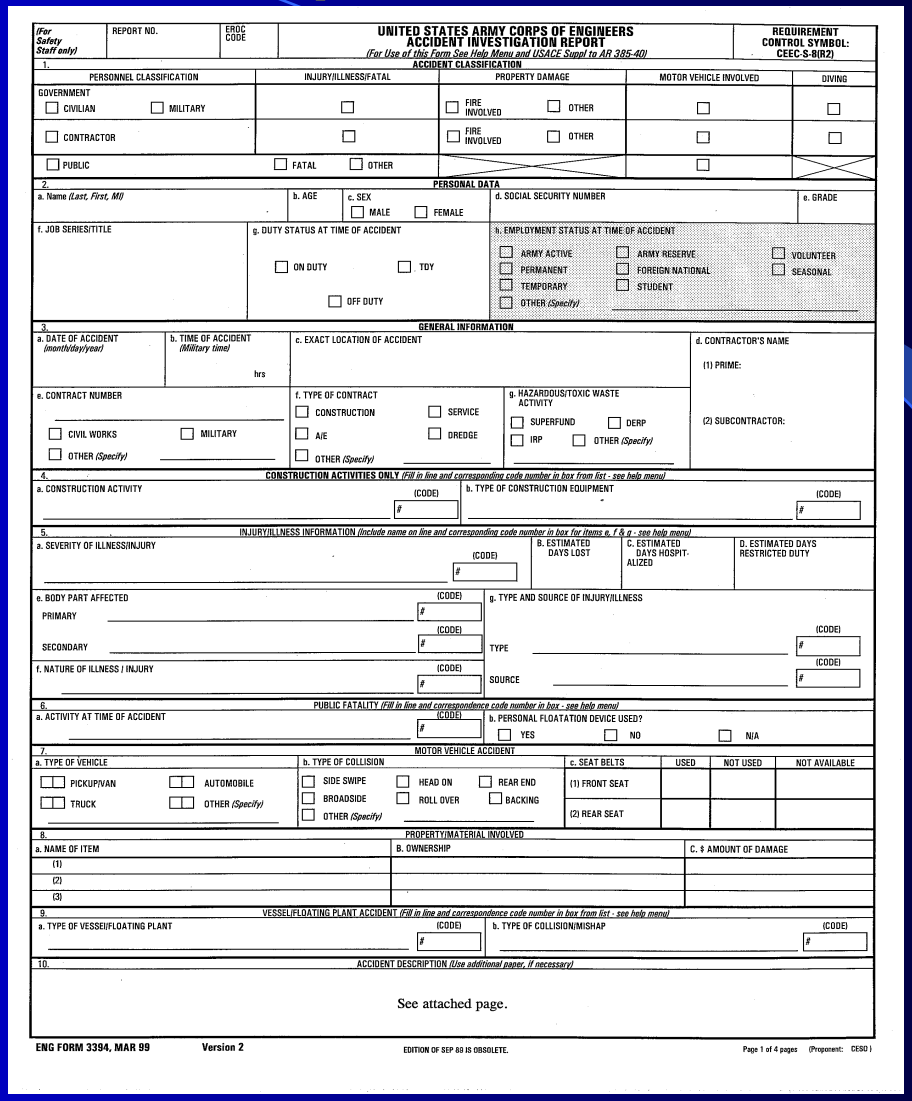
will be investigated, reported and analyzed as prescribed by the Government Designated Authority (GDA).

- **Employees and immediate supervisors are responsible for reporting**

injuries or occupationally related illnesses through their GDA to the District Safety and Occupational Health Office within 24 hours *.

- **No supervisor shall decline to accept a report of injury from a subordinate.**

ENG 3394 (page 1 of 4)
Used to report all accidents*



(For Safety Staff only) | REPORT NO. | EROC CODE

UNITED STATES ARMY CORPS OF ENGINEERS
ACCIDENT INVESTIGATION REPORT
(For Use of this Form See Help Menu and USACE Suppl to AR 385-40)

REQUIREMENT CONTROL SYMBOL: CEEC-S-8(R2)

1. ACCIDENT CLASSIFICATION

PERSONNEL CLASSIFICATION	INJURY/ILLNESS/FATAL	PROPERTY DAMAGE	MOTOR VEHICLE INVOLVED	DIVING
GOVERNMENT ☐ CIVILIAN ☐ MILITARY	☐	☐ FIRE INVOLVED ☐ OTHER	☐	☐
☐ CONTRACTOR	☐	☐ FIRE INVOLVED ☐ OTHER	☐	☐
☐ PUBLIC ☐ FATAL ☐ OTHER			☐	

2. PERSONAL DATA

a. Name (Last, First, MI) | b. AGE | c. SEX ☐ MALE ☐ FEMALE | d. SOCIAL SECURITY NUMBER | e. GRADE

f. JOB SERIES/TITLE | g. DUTY STATUS AT TIME OF ACCIDENT ☐ ON DUTY ☐ TDY ☐ OFF DUTY | h. EMPLOYMENT STATUS AT TIME OF ACCIDENT ☐ ARMY ACTIVE ☐ PERMANENT ☐ TEMPORARY ☐ OTHER (Specify) ☐ ARMY RESERVE ☐ FOREIGN NATIONAL ☐ STUDENT ☐ VOLUNTEER ☐ SEASONAL

3. GENERAL INFORMATION

a. DATE OF ACCIDENT (month/day/year) | b. TIME OF ACCIDENT (Military time) hrs | c. EXACT LOCATION OF ACCIDENT | d. CONTRACTOR'S NAME (1) PRIME: (2) SUBCONTRACTOR:

e. CONTRACT NUMBER ☐ CIVIL WORKS ☐ MILITARY ☐ OTHER (Specify) | f. TYPE OF CONTRACT ☐ CONSTRUCTION ☐ SERVICE ☐ A/E ☐ DREDGE ☐ OTHER (Specify) | g. HAZARDOUS/TOXIC WASTE ACTIVITY ☐ SUPERFUND ☐ DERP ☐ IRP ☐ OTHER (Specify)

4. CONSTRUCTION ACTIVITIES ONLY *(Fill in line and corresponding code number in box from list - see help menu)*

a. CONSTRUCTION ACTIVITY (CODE) # | b. TYPE OF CONSTRUCTION EQUIPMENT (CODE) #

5. INJURY/ILLNESS INFORMATION *(Include name on line and corresponding code number in box for items e, f & g - see help menu)*

a. SEVERITY OF ILLNESS/INJURY (CODE) # | B. ESTIMATED DAYS LOST | C. ESTIMATED DAYS HOSPITALIZED | D. ESTIMATED DAYS RESTRICTED DUTY

e. BODY PART AFFECTED PRIMARY (CODE) # SECONDARY (CODE) #

f. NATURE OF ILLNESS / INJURY (CODE) #

g. TYPE AND SOURCE OF INJURY/ILLNESS TYPE (CODE) # SOURCE (CODE) #

6. PUBLIC FATALITY *(Fill in line and correspondence code number in box - see help menu)*

a. ACTIVITY AT TIME OF ACCIDENT (CODE) # | b. PERSONAL FLOATATION DEVICE USED? ☐ YES ☐ NO ☐ N/A

7. MOTOR VEHICLE ACCIDENT

a. TYPE OF VEHICLE ☐☐ PICKUP/VAN ☐☐ AUTOMOBILE ☐☐ TRUCK ☐☐ OTHER (Specify)

b. TYPE OF COLLISION ☐ SIDE SWIPE ☐ HEAD ON ☐ REAR END ☐ BROADSIDE ☐ ROLL OVER ☐ BACKING ☐ OTHER (Specify)

c. SEAT BELTS	USED	NOT USED	NOT AVAILABLE
(1) FRONT SEAT			
(2) REAR SEAT			

8. PROPERTY/MATERIAL INVOLVED

a. NAME OF ITEM	B. OWNERSHIP	C. $ AMOUNT OF DAMAGE
(1)		
(2)		
(3)		

9. VESSEL/FLOATING PLANT ACCIDENT *(Fill in line and correspondence code number in box from list - see help menu)*

a. TYPE OF VESSEL/FLOATING PLANT (CODE) # | b. TYPE OF COLLISION/MISHAP (CODE) #

10. ACCIDENT DESCRIPTION *(Use additional paper, if necessary)*

See attached page.

ENG FORM 3394, MAR 99 Version 2 EDITION OF SEP 80 IS OBSOLETE. Page 1 of 4 pages (Proponent: CESO)

* Recordable - Lost time/lost days OWCP medical and/or comp cost, property damage>$2K

4. Procedures for obtaining medical treatment or emergency assistance

- Identify locations of nearest medical treatment facility.
- Must have effective means of communication. Call 333 within the District building for all medical, fire, and emergency police emergencies.
- Post telephone numbers and a map to physicians, hospitals or ambulances.
- If a medical facility or physician is not accessible within 5 minutes of an injury to a group of two or more employees for the treatment of injuries, at least two or more employees on each shift shall be qualified to administer first aid and CPR.
- Employees working in remote areas shall be trained in first aid and CPR and provided an effective means of communication.
- All employees will be briefed on emergency procedures for fire, Hurricanes, terrorist attacks, bomb threats, and severe

5. Procedures for reporting and correcting unsafe conditions or practices

Any employee who believes that an unsafe or unhealthful condition exists in the working place shall:

- **Correct the condition if it is within their area of supervisory control and does not present a danger to the themselves or others.**

- **Verbally report the unsafe/unhealthy condition or practice to your supervisor if the condition or practice cannot be corrected immediately.**

- **In addition to the supervisor notification above all unsafe conditions or practices that is facility related must be reported to the facility manager and the Safety Office. All other unsafe conditions or practices will be reported through the supervisor to the Safety Office.**

- **The employee has the right to make a written report in addition to the required verbal report.**

- **All unsafe conditions that cannot be corrected will be**

6. Including applicable position and/or activity hazard analysis

- A position hazard analysis (PHA) shall be prepared, updated as necessary and documented by the supervisor of each USACE position warranted by the hazards associated with the position's tasks. A generic PHA maybe used for groups of employees performing repetitive office/administrative tasks where the primary hazards are ergonomic , lighting, light lifting and carrying, and indoor quality.

- Supervisors will review PHA’s with employees upon initial assignment to a position and at least annually or whenever there is a significant change in hazards.

- Employees exposed to or handles hazardous materials will receive hazard communication (HAZCOM) and/or HAZWOPER training.

- Employees working on or visiting USACE contracted project/work sites shall comply with the contractors Accident Prevention Plan (APP) and Activity Hazard Analysis (AHA)

Position Hazard Analysis (PHA)

NAME *(Print, Last, First, MI)*

JOB SERIES

JOB TITLE

JOB NUMBER *(SF 52)*

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES
(EM 385-1-1)

PREPARED BY *(Print Name, Last, First, MI)*

ANALYZED BY *(Supervisor/SOHO)*

DATE *(Mo)* *(Day)* *(Year)*

COMMAND NAME & ORGANIZATION CODE

PRIMARY DUTY LOCATION

Clearances/Certificates Required *(check all that apply)*

☐ Driver's License ☐ First Aid/CPR ☐ Respirator ☐ EM Ops PRT Training ☐ HTRW ☐ Confined Space Entry
☐ Boat Operator ☐ CDL ☐ Crane Operator ☐ Diver ☐ Other *(List)* _____

POSITION TASKS	SAFETY AND/OR OCCUPATIONAL HEALTH HAZARDS	CONTROLS
1.	1.	1.

*Note: Examples of potential hazards are as follows: Safety: trenching, electrical, slips, trips, fall hazards, etc.; Physical Agent: Exposure to heat/cold, noise, stress, vibration, radiation; Chemical: Exposure to solvents, cadmium, paints, welding fumes, pesticides, etc; Biological: Exposure to bloodborne pathogens, poison ivy, insects, fungi, etc.

ENG FORM 6017-R, May 2004 (Proponent: CESO

NAME (First, Last, First, MI)

JOB SERIES

JOB TITLE

JOB NUMBER (SF 52)

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

POSITION TASKS CONTINUED	SAFETY AND/OR OCCUPATIONAL HEALTH HAZARDS CONTINUED	CONTROLS CONTINUED

(Reverse of ENG FORM 6017-R)

NAME (First, Last, First, MI)

JOB SERIES

JOB TITLE

JOB NUMBER (SF 52)

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

EQUIPMENT/PPE TO BE USED CONTINUED *(List equipment and PPE to be used for each task)*	INSPECTION REQUIREMENTS CONTINUED *(List inspection requirements for each work task)*	TRAINING REQUIREMENTS CONTINUED *(List safety/healthy training requirements for task and PPE/Equipment)*

(Reverse of ENG FORM 6017-R)

NAME (First, Last, First, MI)

JOB SERIES

JOB TITLE

JOB NUMBER (SF 52)

POSITION HAZARD ANALYSIS (PHA) FOR USACE EMPLOYEES

EQUIPMENT/PPE TO BE USED *(List equipment and PPE to be used for each task)*	INSPECTION REQUIREMENTS *(List inspection requirements for each work task)*	TRAINING REQUIREMENTS *(List safety/healthy training requirements for task and PPE/Equipment)*
1.	1.	1.

This analysis serves as the hazard assessment required by Sections 01, 05, and 06 of EM 385-1-1, U.S. Army Corps of Engineers Safety and Health Requirements Manual. The employee covered by this analysis has been instructed in the tasks to be performed, the hazards to be encountered, the potential adverse effects of exposure to such hazards and the controls (to include medical surveillance) to be used. He/she has received adequate training specifically related to safe work practices, administrative and engineering controls and personal protective equipment (PPE) to be used in order to assure assigned work tasks are conducted in a safe and healthful manner. He/she has demonstrated an understanding of the safety and health equipment and PPE to be used to include its limitations, useful shelf life, how to properly don, doff, adjust and wear required PPE and how to properly care for, inspect, maintain, store, and dispose. Attached is documentation of the training received, dates of such training and the subject matter taught.

Supervisor Signature _____ Employee Signature _____

Date ___/___/___ Date ___/___/___

(Reverse of ENG FORM 6017-R)

Activity Hazard Analysis (AHA)

ACTIVITY HAZARD ANALYSIS

Date Submitted: _____

Contract No.: _____ Name of Project: _____

Activity Start Date: _____ Date of Preparatory or Initial Meeting: _____

Submitted by: _____ Accepted by GDA: _____

(Signature) (Signature)

_____ _____

(Title) (Title)

Comments by GDA: _____

PRINCIPAL STEPS ***Identify the principal steps involved and the sequence of work activities***	POTENTIAL SAFETY/HEALTH HAZARDS ***Analyze each principal step for potential hazards***	RECOMMENDED CONTROLS ***Develop specific controls for potential hazard***
EQUIPMENT TO BE USED ***List equipment to be used in the work activity***	**INSPECTION REQUIREMENTS** ***List inspection requirements for the work activity***	**TRAINING REQUIREMENTS** ***List training requirements including hazard communication***

7. Relevant safety and occupational health training is determined by

position/job description and work task. Check with your supervisor.

Sample listing of training and/or programs.

HAZCOM (exposed to and/or handles hazardous materials)
HAZWOPER (emergency response to hazardous material spills)
Wildlife Protection (Rangers)
Confined Space (utilidors)
ATV
Hot Weather Safety (all)
Boat Operators (dredging and surveys)
First Aid and CPR (remote sites)
Blood-borne pathogens (First Aid and CPR qualified personnel)
Personnel Protective Equipment
Respiratory Protection (asbestos abatement)
Lead and/or Asbestos Awareness
Fall Protection
Hearing Protection (areas generating 85 dB TWA or 140 dB pulse)

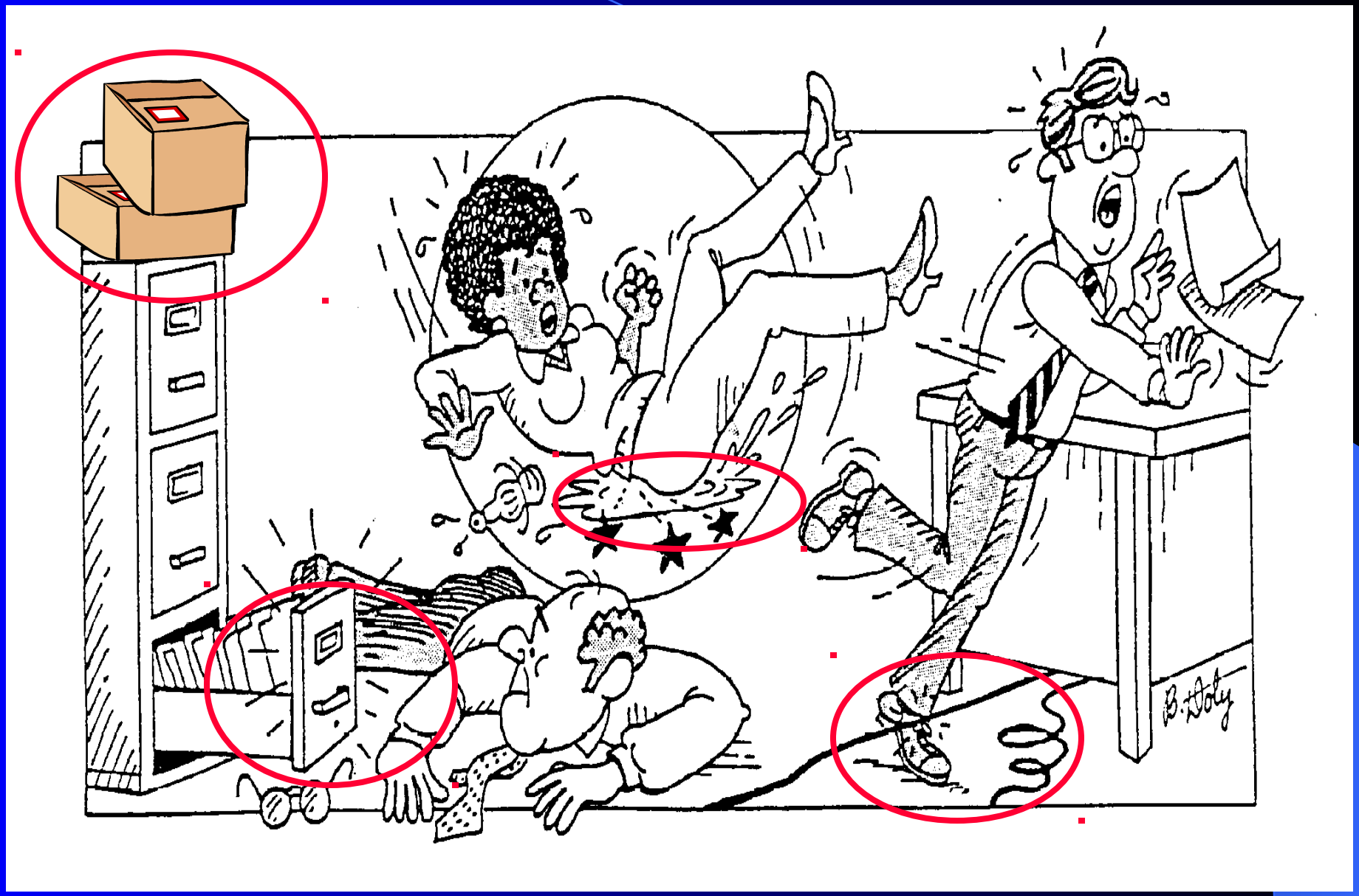
Risk Management (all)
Defensive Driving (all USACE motor vehicle operators)

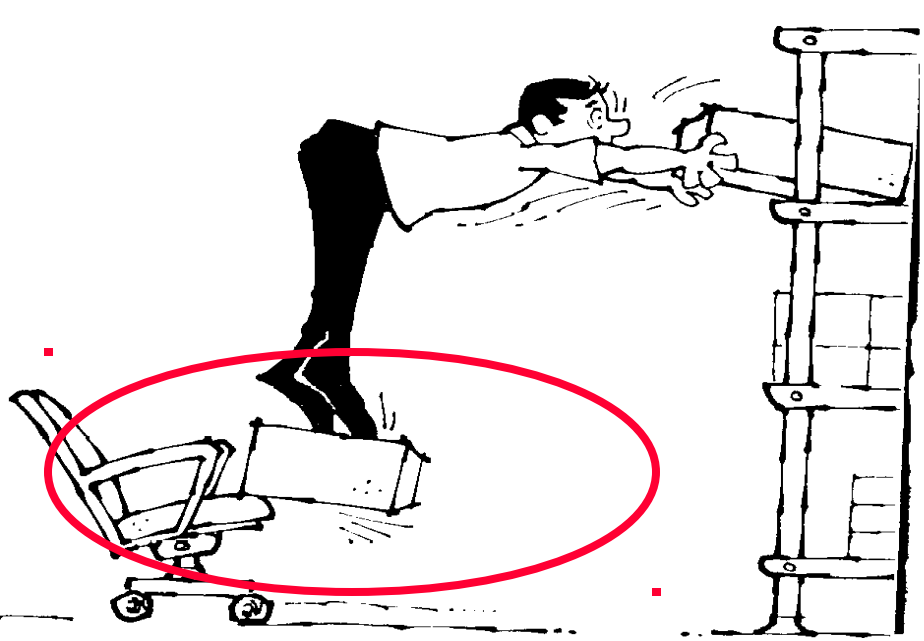
Safety Statistics

- Fourteen thousand Americans die from on-the-job accidents every year
- A worker is injured every 19 seconds
- Most accidents occur within an employee's first six months on a new job

Every Picture Tells A Sto

Office Safety





Safe Access And Fall Protection

Lifting Techniques (Ergonomics)

Ergonomics

Poorly designed work station

- **Awkward reaching creating a possible tipping hazard.**
- **No upper lumbar support on chair could lead to CTD's.**

Top of monitor at or just below eye level
Head and neck balanced and in-line with torso
Shoulders relaxed
Wrists and hands in-line with forearms
Adequate room for keyboard and mouse
Elbows close to body and supported
Lower back supported
Feet flat on the floor

Ergonomically Correct Work Station

Safe Access

1.Unsafe lift. Blocked view and not using handrail.

2.Trash on stairs.

3.Foot protection. Employees must wear protective footwear when heavy items may fall on the feet.

Fire and Electrical Safety

Seat Belts

Buckle Up for Life…

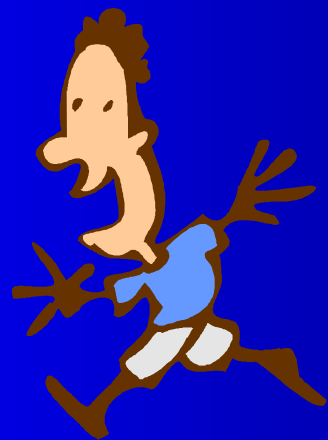
…or Pay the Price!

Speed Limits

Watch Your Speed!
10>20 miles per hour
on the district
reservation, control
with radar.

Crosswalks

Pedestrians and drivers share the responsibility for crosswalk safety.



Construction

Slow Down & Stay Alert!

Drive safely!

Parking Lots

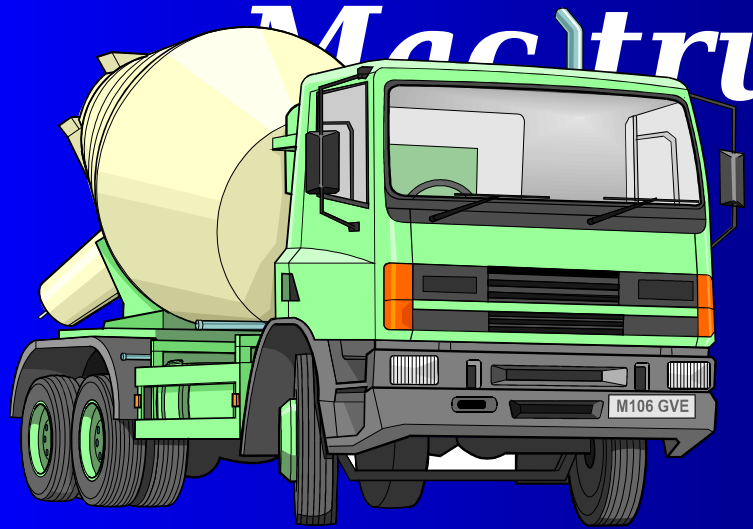
Always watch out for the other guy!

Jogging

Exercise can be hazardous to your health!

Headsets

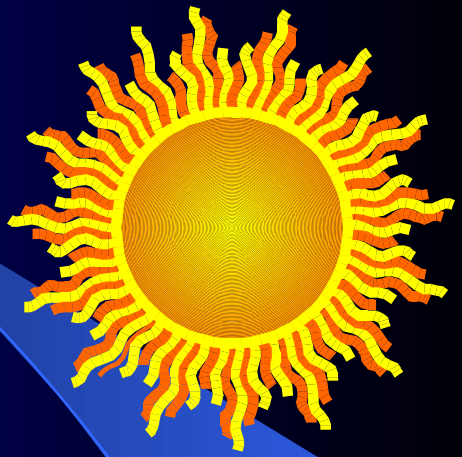
If you're listening to music, you can't hear that Macktruck!



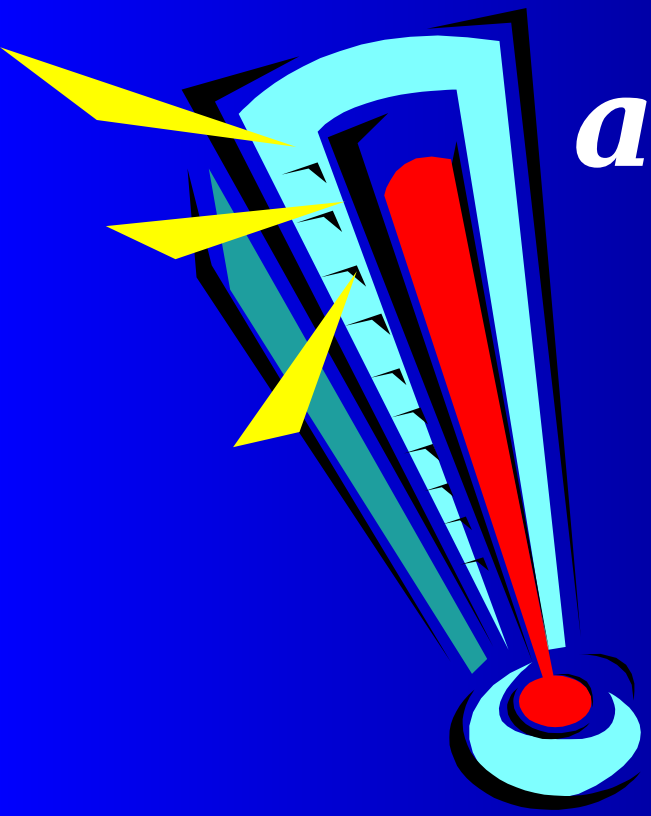
Weather Extremes

Welcome to _____ !

It Gets Hot A Lot



Do your best to avoid heat stress!



Motorcycles

Begin with the end in mind - Plan a safe ride!

Wear a Helmet that is DOT approve d

Drinking & Driving

It's not an option! Be responsible and plan ahead!

References

OSH Act 1970 (P.L. 91-596)

EO 12196

AR 385-10 , The Army Safety Program

AR 385-40 Accident Reporting and Records

EM 385-1-1 Safety and Health requirements manual

29CFR1960 – Federal Employee Occupational Safety and Health Programs and Related Matters

EM 385-1-1 Safety and Health Requirements

Questions?